

HUMAN RESOURCES ANALYST

FLSA Code: E

Job Code: 1220

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs difficult professional and technical work involving a variety of specialized assignments in public personnel administration; does related work as required. Work is performed under the general supervision of the Human Resources Director. Supervision is exercised over assigner personnel.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Developing, implementing, administering and monitoring classification, compensation, training and employment programs; analyzing, developing, recommending and implementing human resource policies and procedures; managing recruitment and selection; coordinating the preparation and maintenance of files and records.

Oversees and administers citywide employment processes, including Public Safety;

Conducts research and develops recommendations relating to classification and pay systems;

Coordinates the city's training program; conducts research; assesses programs and designs curriculum;

Researches and analyzes existing policies, practices and procedures, and prepares policy recommendations;

Manages city employee relations function including employee counseling, mediation and grievance handling;

Interprets personnel policy and procedures; assists and advises department supervisors and representatives;

Administers pay plan, conducts pay studies, evaluates classifications, prepares pay surveys, evaluates data and submits findings and recommendations for changes to classification and pay plans;

Chairs or serves on various task forces such as Pay Practices, Training Needs Analysis, Consolidation/Reorganization and other committees as assigned;

Composes and verifies position vacancy announcements for publication;

Participates in the development, implementation and explanation of policies and procedures;

Compiles and maintains reports and statistics and prepares special reports as required;

Serves in an acting capacity in absence of the director;

Performs related tasks as required.

REQUIREMENTS/EDUCATION/EXPERIENCE:

Graduation from an accredited college or university with major course work in human resources management or related field, and considerable professional experience in public personnel management; thorough knowledge of the principles and practices of public personnel administration, accepted methods and practices of classification and pay, employee relations, testing, selection, training and applied research; thorough knowledge of governmental organization and administration; experience in the use of personal computer and data processing equipment and software programs; demonstrated ability to present ideas effectively, both orally and in writing, and to establish and maintain effective working relationships with city officials and associates; demonstrated ability to conduct detailed analytical evaluations and studies, and to prepare related reports and recommendations. An equivalent combination of training and experience may be considered.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive. Duties, responsibilities and requirements may be added, deleted or changed at any time at the discretion of management.